

# ALEXANDER DOMINGUEZ

(b) (6)

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## EXPERIENCE

### **Congressman James Renacci, (OH-16)**

January 2017 - Present

#### *Legislative Assistant*

- Develop legislation, draft position papers, write vote recommendations, and summarize proposed regulations for the Congressman
- Track legislation on state and federal levels and prepare weekly memos
- Provide analysis on trade, energy and environment, transportation, agriculture, and national security issues
- Coordinate daily meetings with organizations and discuss remedial action
- Draft talking points, letters of support, and press releases

### **Congressman James Renacci, (OH-16)**

January 2016 – December 2016

#### *Legislative Aide/Legislative Correspondent*

- Wrote all constituent correspondence on legislative issues
- Supported Communications Director – compiled daily press clips, edited press releases, analyzed district demographics using Constituent Mapping
- Supported legislative staff – conducted research, tracked legislation, wrote memos to brief staff on Whip and RSC meetings

### **Congressman James Renacci, (OH-16)**

March 2015 – December 2015

#### *Staff Assistant/Intern Coordinator*

- Drafted mass mailings and constituent letters on energy, environment, foreign affairs, homeland security, labor, and natural resources
- Sorted and sent out mail in Intranet Quorum
- Managed the flag and tour programs
- Managed the front office, greeted visitors, and ensured punctuality of Member's and staffs' meetings

### **Congressman James Renacci, (OH-16)**

July 2014 – March 2015

#### *Legislative Intern*

- Sent weekly "Dear Colleague" letters, managed bill co-sponsorship in Excel
- Greeted visitors, answered constituent phone calls, led tours of the Capitol
- Managed the flag program

### **European Union Parliament, Office of MEP Monica Macovei**

January 2013 - April 2013

#### *Stagiaire*

- Wrote explanatory statements on voting decisions used for floor time speeches
- Served as ghostwriter for an article published in *The Parliament Magazine*.
- Researched topics regarding EU organized crime and corruption for legislative staff.
- Wrote briefing and meeting memos for Ms. Macovei.

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## EDUCATION

### **DePaul University**

June 2014

#### *Bachelor of Arts in International Studies and Political Science*

- Cum Laude
- Dean's Scholarship 2010 - 2014,
- Dean's List 2010 – 2014,
- Member of Pi Sigma Alpha